



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
**INDUSTRIAL RELATIONS REPRESENTATIVE
OPEN / STATEWIDE / NON-PROMOTIONAL
WO45 9483 6IRDR**



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) stated below as of the <u>scheduled cut-off dates.</u>
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following <u>scheduled cut-off dates:</u></p> <ul style="list-style-type: none">▪ JULY 29, 2016▪ NOVEMBER 30, 2016▪ MARCH 31, 2017▪ JULY 29, 2017 <p>Candidates must complete and submit a Standard State Application Form (STD. 678) by one of the above scheduled cut-off dates. Please write on the first page of the Application Form: <u>INDUSTRIAL RELATIONS REPRESENTATIVE EXAM – 6IRDR</u></p> <p>The form can be downloaded from: http://web.dir.ca.gov/Informational/Intranet/forms/pdf/std678.pdf Applications (Form 678) must be submitted to the following address:</p> <p><u>By Mail:</u> Department of Industrial Relations Attention: Examination Unit P.O. Box 420603 San Francisco CA 94142</p> <p><u>In Person:</u> Department of Industrial Relations 455 Golden Gate Avenue, 8th Floor San Francisco, CA 94102</p> <p>Applications by fax or email will NOT be accepted. Applications by mail must be POSTMARKED by the United States Postal Service no later than the above scheduled cut-off dates. Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will be accepted for examination scheduled for the next cut-off date. Candidates may choose to send the application by certified mail as proof it was sent and postmarked by the cutoff date. All applications must have an original signature. Unsigned or incomplete applications will NOT be accepted for the examination.</p>

	Qualified applicants, who submit completed applications by one of the above cut-off dates , will be admitted to the examination scheduled for that cut-off date.
CUT-OFF DATE	JULY 29, 2016 NOVEMBER 30, 2016 MARCH 31, 2017 JULY 29, 2017
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	Range A \$3,247.00 – \$3,689.00 Range B \$3,350.00 – \$3,992.00 Range C \$4,016.00 – \$5,029.00
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations' Division of Labor Standards Enforcement
ELIGIBLE LIST INFORMATION	A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.
TESTING PERIOD	Candidates may take the exam again after 12 months have elapsed from the date of their last exam.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date . Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I", "II" or "III". For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.
MINIMUM QUALIFICATIONS	Either I Education: Equivalent to graduation from college, preferably with specialization in the social sciences. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) Or II Experience: Six months of experience performing the duties of a Management Services Technician, Range B, in the California state service. AND Education: Completion of two years of college, or 18 units of college level course work in Industrial/Labor Relations, Economics, Labor Law, Urban Sociology, Business Administration, or related fields. (Candidates who have completed at least six units of these courses may be admitted to the examination but they will not be appointed until they have completed the full requirement.)
SPECIAL PERSONAL CHARACTERISTIC	Demonstrated interest in and aptitude for employment relations work and the capacity for professional development; understanding of the needs and problems of workers and minority persons; willingness, as a learner, to do routine and detailed work; impartiality; flexibility; emotional stability; tact; and willingness to travel.

POSITION DESCRIPTION	<p>The class of Industrial Relations Representative is a recruiting and training class for persons who are interested in entering professional positions in one of the divisions of the Department of Industrial Relations. Incumbents are expected to demonstrate rapid progress in learning the fundamentals of the job and to demonstrate the ability to progress to the full journey level. Under supervision on a rotational basis, to learn and perform a variety of technical duties of average difficulty relating to the statewide programs of the Divisions of Apprenticeship Standards, Fair Employment Practices, and Labor Standards Enforcement with the Department of Industrial Relations; and to do other related work.</p> <p>Under supervision, assists professional staff in performing the less complex assignments such as investigations or inspections relating to the advancement of apprenticeship and other on-the-job training programs and the promotion of equal opportunity in these programs. Assists in bringing about compliance with Fair Employment and Fair Housing laws; improving intergroup relations in employment and housing; and enforcing State labor laws. Performs selective assignments independently, including those involving direct contact with applicants, claimants, employers, and labor organizations or their representatives. Makes field visits and conducts routine investigations and inspections, analyzes and evaluates evidence and information obtained, and prepares recommendations.</p>
EXAMINATION INFORMATION	<p>This examination will consist of Training and Experience examination weighted 100%. Applicants who meet the minimum qualifications will be provided via USPS mail and e-mail with a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.</p> <p>Please provide a valid e-mail address on the first page of your application.</p>
TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED-100%	<p>Candidates must complete and mail the Training and Experience Questionnaire to a designated address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date will be eliminated from this examination.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Current social and economic developments and trends in California; 2. Problems of the culturally and economically disadvantaged; 3. Methods of compiling and presenting data; 4. Investigating and interviewing techniques and procedures. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Objectively interpret and apply rules and regulations; 2. Gather and analyze data; 3. Communicate effectively; 4. Establish and maintain effective relations with individuals and groups in the work setting and within the community; 5. Conduct routine investigations; 6. Participate effectively in conferences, interviews, and informal hearings.

VETERANS PREFERENCE	<p>Veteran's preference credit will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</p> <p>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation , and the Department of Veterans Affairs.</p>
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the CalHR website at <http://jobs.ca.gov/pdf/std678.pdf> or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

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Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries: Call the Department of Industrial Relations, Human Resources Office at 1-800-564-0771, 1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, Or Write to jobs@dir.ca.gov

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